





Do you negotiate much in your work?

NEGOTIATE (V.)

/Nə'GOυΣI E T/

I.Vocabulari es

Stages of a negotiation

Stage (N.) /steidy/

a point, period, or step in a process

- Making small talk
- Making an offer
- Rejecting an offer
- Reaching a compromise
- Accepting an offer
- Close the deal

Making small talk 1 · Accepting an offer Jack: How was your flight? · Reaching a compromise Roberto: Not too bad. I slept on the plane. Making small talk Kate: So, what is your price? Close the deal Carol: We were thinking about \$50 per package. Making an offer Kate: We were thinking about \$50 per package. · Rejecting an offer Carol: Hmm... that's too high for us. How about \$40 per package? Kate: Carol: Sounds good. We can pay \$50 per package if you reduce your delivery time by 10 days. Can you do that? Kate: Yes, we can do that. Carol:

II. LISTENING

• STEVEN WORKS IN A CONSULTING COMPANY AND CHARGES \$120 AN HOUR. ONE OF HIS CLIENTS WANTS TO NEGOTIATE A LOWER PRICE.



QUICK CHECK

- 1. What's Steven first offer?
- 2. How much does Costas want to pay?
- 3. What compromise do they reach?
- 4. Why do they arrange another meeting?

What do you say when...?

01

Making an offer

02

Accepting an offer

03

Rejecting an offer

04

Asking for an opinion

05

Asking someone to make an offer

06

Closing a deal

Negotiation 1

	Buyer wants	Seller wants
Price/lb	\$6 (25% discount)	\$8
Delivery time	20 days	30 days
Minimum order	50 pounds	100 pounds

III. SPEAKING: ROLE PLAY

Negotiation 2

	Buyer wants	Seller wants
Price/lb	\$5.40 (10% discount)	\$ 6
Delivery time	15 days	30 days
Minimum order	100 pounds	200 pounds

